

Topic: Health Plan Administrator Invoices

This issue communicates the basic health plan administrator (HPA) invoice information the HCTC program requires in order to process a payment.

Invoice Requirements

In addition to an individual's base information (name, address, etc.) the following information should appear on your invoice to HCTC individuals:

- HPA name, address, and telephone number
- HPA payment remit address (if different than the default address above)
- Insurance product name
- Total premium and premium due date
- A premium breakout between the major medical and excepted benefits premiums (See the August 1, 2003 Implementation document for details)
- One of the following: member ID, group ID, or policy number

Note: The HCTC program receives a copy of an HPA invoice directly from individuals during the HCTC registration process.

Invoice Timing

If you are a state-qualified health plan, please be prepared to invoice new enrollees well in advance who:

- Participated in the advance pay in previous month(s), and
- Are nearing the end of their COBRA coverage period.

This action will mitigate interruption to an individual's monthly advance payment cycle.

What Does This Mean For You?

Be prepared for inquiries from your HCTC members, if your HPA invoice does not include the required invoice information.

If you have questions, please call the
HCTC Customer Contact Center at:

1-866-628-HCTC

Frequently Asked Questions

Question: Must health plan administrators generate monthly invoices to HCTC participants?

Answer: No, HPAs do not need to generate monthly invoices to HCTC participants. HPAs can continue with their regular billing cycle.

Question: How often will HPAs receive payment from the HCTC program?

Answer: HCTC eligibility is determined monthly, therefore, premium payments from the HCTC program are made monthly.

Question: Can health plan administrators receive a copy of their invoice with the payment from the HCTC program?

Answer: No, since the HCTC program does not receive copies of each invoice, the HCTC program will not be able to supply a copy to the HPA.

